

# VACANCY ANNOUNCEMENT

## American Embassy Nouakchott

**OPEN TO:** US Citizen Appointment Eligible Family Members (AEFMs) – All Agencies  
**POSITION:** Part-Time Community Liaison Office Coordinator  
**GRADE:** FP-06\*  
**OPENING DATE:** Monday, August 22, 2011  
**CLOSING DATE:** Monday, September 05, 2011  
**WORK HOURS:** Part-time; 20 hours/week  
**SALARY:** (available once FP grade is confirmed by Washington)

**NOTE:** ONLY APPOINTMENT ELIGIBLE FAMILY MEMBERS (AEFMs) OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY AS DEFINED BELOW ARE ELIGIBLE FOR CONSIDERATION. AN AEFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED.

The U.S. Embassy in Nouakchott is seeking a U.S. Appointment Eligible Family Member (AEFM) for position of Community Liaison Office Coordinator in the Community Liaison Office within the Management section. Position to be filled on or after September 09, 2011

### BASIC FUNCTION OF POSITION:

The Community Liaison Office Coordinator works with community members to maintain high morale through orientation activities, cultural and recreational programs, dissemination of information, counseling and referral, and assistance with security, education, and employment for family members. The CLO program regularly includes the expanded Mission community to incorporate TDYers, contractors, and Locally Engaged Staff.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact the Human Resources Office at 4-525-2660, extension 4534 or 4488, or the Management Officer at extension 4744, if needed.

### QUALIFICATIONS REQUIRED:

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1) Must be a U.S. citizen with a secret clearance or ability to obtain one.
- 2) Secondary School Education/U.S. High School Diploma.
- 3) Level 4 English.
- 4) Computer skills to include knowledge of the Internet, standard word processing, and spreadsheet applications.
- 5) The ability to work well with others, to handle large amounts of detail, and to respect client confidentiality is required.

***If the selectee does not qualify at the full performance level (FLO makes the grade determination for all CLOs based on education and experience), he/she will enter at a lower grade level and will receive an upgrade after one year.***

#### **SELECTION PROCESS:**

Based on the results of an initial screening, qualified candidates will be contacted for an interview.

#### **ADDITIONAL SELECTION CRITERIA:**

- 1) Management will consider issues such as conflict of interest, nepotism and budget in determining successful candidacy.
- 2) Currently employed AEFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- 3) When equally qualified, American family members (AEFM's) of Mission employees who are also US Veterans will be given first preference.
- 4) Successful candidate **must** be able to obtain the required security clearance.

#### **TO APPLY:**

Interested candidates for this position should submit the following to the Human Resources Office at the American Embassy Nouakchott, referencing the vacancy announcement number:

- Application for Federal Employment (DS-174) **or** a current resume or curriculum vitae that provides the same information as an DS-174;
- Any documentation (e.g., essays, certificates, awards, copies of degrees earned) that supports the minimum requirements of the position as listed above.
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- A phone number and email address for further contact.

#### **SUBMIT APPLICATION TO:**

Human Resources Office  
P.O. Box: 222  
American Embassy Nouakchott  
Tel: **4-525-2660 ext: 4475 or 4534 or 4488**  
Fax: **4-525-1592**

#### **DEFINITIONS**

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;
- Spouse or dependent that is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and

- Does not receive a USG annuity or pension based on a career in the US Civil, Foreign or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

**ONLY THOSE WHO'S APPLICATIONS HAVE BEEN TAKEN INTO CONSIDERATION WILL BE CONTACTED FOR INTERVIEW AND/OR TEST.**

CLOSING DATE FOR THIS POSITION: **Monday, September 05, 2011**

*An Equal Opportunity Employer*

The US Mission in Nouakchott provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

DRAFTED: HR: SYAM; EWAH  
CLEARED: MO:RFFISHER  
APPROVED: RFFISHER